L4 Fred will download and place in appropriate folder

Send email to Robin, ESAT, Colleen, Cindy:

1. Data down loaded
2. Provide filename
3. Begin validation

Once validation is complete & approved:

1. ESAT should save PDE format files in J: Dimock/T4 – Validated

2. Send note to Robin, Cindy C, Colleen, Fred

Robin will send out to customer